



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 15-34 (RE-ADVERTISED)

OPEN TO: ALL INTERESTED CANDIDATES
(Current employees serving a probationary period are not eligible to apply)

POSITION: **Program Operations Assistant, FSN-10, FP-05***

OPENING DATE: June 16, 2015

CLOSING DATE: June 30, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR): \$24,187.00 per annum starting salary (Position Grade: FSN-10)
*Not-Ordinarily Resident (NOR): FP-05 (to be confirmed by Washington)

LENGTH OF HIRE: FIXED TERM NOT TO EXCEED TWO YEARS

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy is seeking a qualified individual for the position of **Program Operations Assistant** within Centers for Disease Control and Prevention Office.

BASIC FUNCTION OF POSITION:

Job Holder is the Locally Employed Staff Operations Manager responsible for overseeing the day-to-day management, administrative and program coordination functions in support of a broad range of agency-funded programs and projects and activities that are implemented by agency program offices, branches or programmatic teams dedicated to Ebola prevention and detection. Job Holder is the direct liaison with the Deputy Director and the Country Director on all management and operations issues, to include day-to-day administrative management, records and information management, communications, both oral and written, procurement, property inventory, human resources, logistics and travel. Incumbent has excellent communication skills and the ability to effectively liaise with USG embassy, partners, staff and outside vendors and clients. The incumbent serves as liaison between the Embassy, other agencies and CDC Head Quarters on general service issues, management of leasing requirements and all other services provided under International Cooperative Administrative Support Services (ICASS).

QUALIFICATIONS:

1. Bachelor's degree or host government equivalent in business administration, social sciences, public administration, public health, finance or accounting is required.
2. Minimum five (5) years of progressively responsible administrative management experience in a health related international development organization or for a U.S. government, other government or non-governmental organization including two (2) years direct supervisory experience is required.
3. Level IV (fluency - speaking/reading/writing) in English is required. Incumbent must be able to efficiently proof-read/edit correspondence and formal reports containing medical/public health terminology recommending correct word usage, grammar and punctuation. Incumbent must be able to communicate effectively orally with staff members, the US Mission community and the general public.
4. Must have detailed and broad knowledge about the standards for functioning with International Organization including the Ministry of Health, and other Liberian institutions or universities. Must have detailed knowledge of Administrative activities (subject matter, function, relationships with internal/external stakeholders) and operations. Must have knowledge of the formal internal procedures, controls and reporting systems. Mastery of English grammar, spelling, punctuation, and sentence structure is required. Must be able to demonstrate proficiency in typing various correspondences formats (e.g. letters, memorandum, reports, faxes, official minutes, etc.). Through knowledge gained from prior work experience in how to provide dependable secretarial/administrative support and assistance to an individual at the Executive level is required. Must have basic foundation of administrative concepts, principles and practices sufficient to perform independent duties involving elimination of conflict and duplication of work, taking action to discuss/resolve mutual problems. Must be able to comprehend knowledge of the Directors/Deputy's policies and views on all significant matters affecting the organization. The incumbent must have a thorough knowledge of all aspects of administrative and office logistical support processes, including administrative support for professional staff; and arranging and processing transport requests.
5. The ability to work effectively in a diverse team environment and adapt to the existing work environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extremely flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. The incumbent must possess excellent interpersonal, communication, and organizational skills. Attention to detail as well as the ability to follow-up rigorously to see work products completed through fruition is required. Strong ability to use the Microsoft Office Suite software: Word, Excel, Outlook, Power Point; ability to develop and maintain systems for record-keeping; must be proficient in operating office machines such as copier, shredder and fax and must be proficient with word processing, and other office computer software programs. Must be able to effectively provide good customer service and effectively interact with internal staff and external

clients at all levels, including individuals from diverse cultural backgrounds. Ability to interact with high-level visitors including planning and supporting VIP visits is required. Must be able to work under pressure and adapt to rapidly changing demands. Knowledge will be tested.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (231) 776-777211)

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application:**

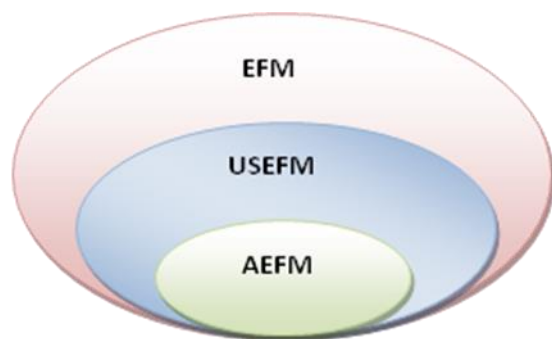
- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO:

Human Resources Office
Attention: **Program Operations Assistant**
American Embassy
P. O. Box 98
1000 Monrovia 10 Liberia
Or Email to RecruitmentMonrovia@state.gov

Drop in application box at the Service Gate on Gibson Street at the New Embassy Compound. The Universal Application Form (DS-174) can be picked up at the Gibson Street Gate or the Human Resources Office (for employees only) or accessed on line.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil

Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (June 30, 2015)

The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA: JDonmo

Cleared: HRO: ASHirsch

Cleared: CDC: ARHeningburg

Cleared: A/FMO: RDAcuff

Approved: MGT: RDAcuff

[Signed copy with HR Office]